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10 July 1964

MEMORANDUM FOR: Executive Director, NPIC

THROUGH: Assistant for Administration, NPIC

SUBJECT: Publications Division Report for June 1964

1. The division completed 187 publications during June, including 2 CIA/PID reports and 84 of the so-called MILOB reports. Three errata were also issued. These publications comprised 2276 pages and contained 825 illustrations and 21 charts and tables. In addition to the illustrations for publications, the division produced 866 other graphical items, including 360 briefing boards and 272 vugraphs and slides.

2. The above figures show an increase over May 1964 of 55% in number of publications, 56% in number of pages, and 19% in number of illustrations in publications. The number of other graphical products also increased, though by only 2%. In comparison with June 1963, the number of June 1964 publications shows an increase of 93%, the pages an increase of 25%, and the illustrations in publications an increase of 109%. The comparable increase in number of other graphical items was 112%.

3. A statistical summary of division activity for June 1964 follows:

	<u>NATIONAL</u>	<u>SUPPORT/SERVICE</u>	<u>TOTAL</u>
Analysis Phase:			
Backlog of projects in analysis at beginning of month	190	128	318
New projects received during month	139	185	324
Analysis completed	215	126	341
Projects sent to signoff	132	83	215
Projects received from signoff	192	67	259

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GROUP 1
Excluded from automatic
downgrading and
declassification

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	<u>NATIONAL</u>	<u>SUPPORT/SERVICE</u>	<u>TOTAL</u>
Backlog of projects in analysis at end of month	107	186	293

(Figures immediately above reflect cancellation of seven National and one Support/Service projects during the month.)

	<u>NATIONAL</u>	<u>SUPPORT/SERVICE</u>	<u>TOTAL</u>
Production Phase:			
Backlog of projects in PD production at beginning of month	19	19	38
Projects received in PD for production	215	126	341
Projects transmitted to PSD during the month	151	39	190
Other projects completed during month	10	56	66
Total PD production during month	161	95	256
Backlog of projects in PD production at end of month	73	50	123

4. Division personnel worked a total of 2030 hours of overtime in June. The bulk of this overtime was devoted to immediate reports and briefing aids, but a significant remaining portion was spent in the production phase of MILOB reports.

5. As shown in paragraph 3, the division commenced June with a backlog of 318 projects in analysis and received 324 new ones during the month for a total of 642 projects, an extremely heavy work load. The single biggest increment continued to result from the MILOB projects, each of which generated numerous reports. Since 10 June, the date of the PD May monthly report, S-523 has given us an additional 127 items in the analysis phase. The analysis work on N-236 and S-523 is now essentially complete;

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only one new--and presumably final item--has been received, since then, and only 9 are still backlogged in analysis. The analysis work on MILOB projects should peak out this month. In spite of the large inputs, however, a small reduction, from 318 to 293 projects on hand, was achieved during the month. Incidentally, this reduction includes the cancellation of seven National and one Support/Service project.

6. The production phase, on the other hand, shows a sharp increase in the number of projects on hand during June, up from 38 at the beginning of the month to 123 at the end. This increase, which was predicted in the monthly report for May, results mainly from the large influx of MILOB reports to the production phase of the cycle. At present, 66 of these reports are backlogged or in various stages of production work, and the production schedule--when uninterrupted by the arrival of new YT or KH inputs--calls for the completion and transmittal to PSD of 30 of these per week. Hopefully, production of the MILOB's, at least 168 of which are still to be received for production, will peak out in August.

7. The month of June marked a complete change in top management and supervision in the division. [redacted] left to head the new Management Services Staff, and [redacted] was named division chief to succeed him. [redacted] replaced [redacted] as deputy. [redacted] moved in as Chief of the Editorial Branch to occupy the position vacated by [redacted] and [redacted] was named [redacted] deputy. In the Graphical Analysis Branch, [redacted] was designated chief, in place of [redacted] who moved to the Plans and Development Staff, and [redacted] became [redacted] deputy.

8. A graphical representation of division production is appended to this report.

for
[redacted]
Chief, Publications Division

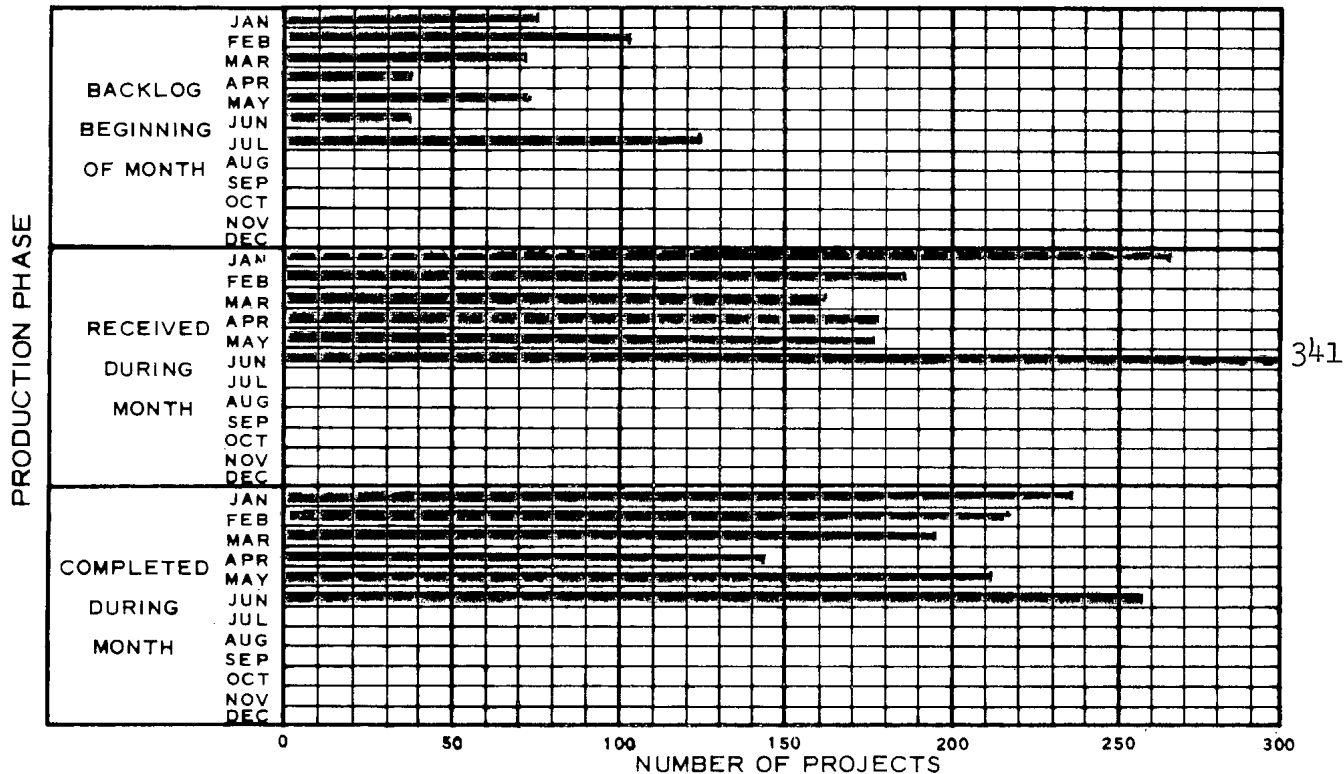
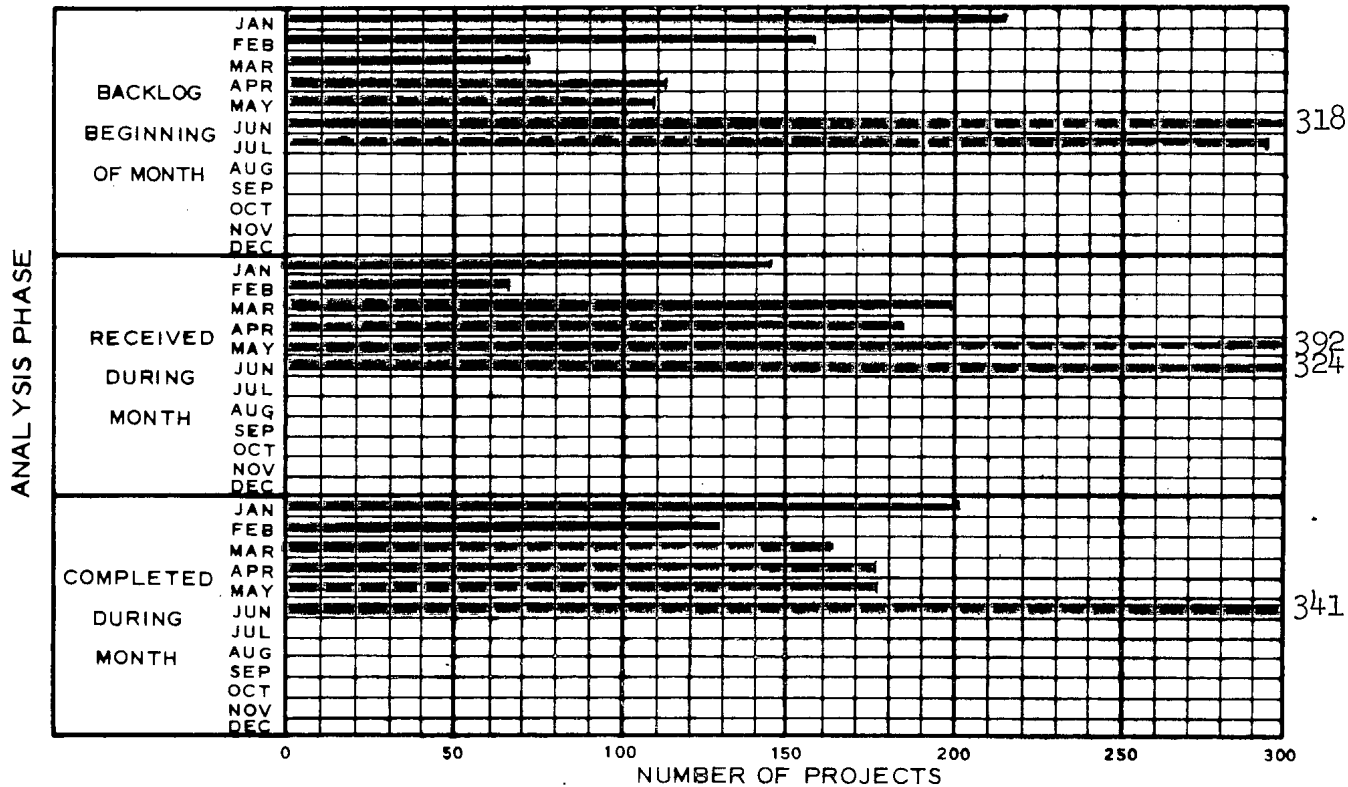
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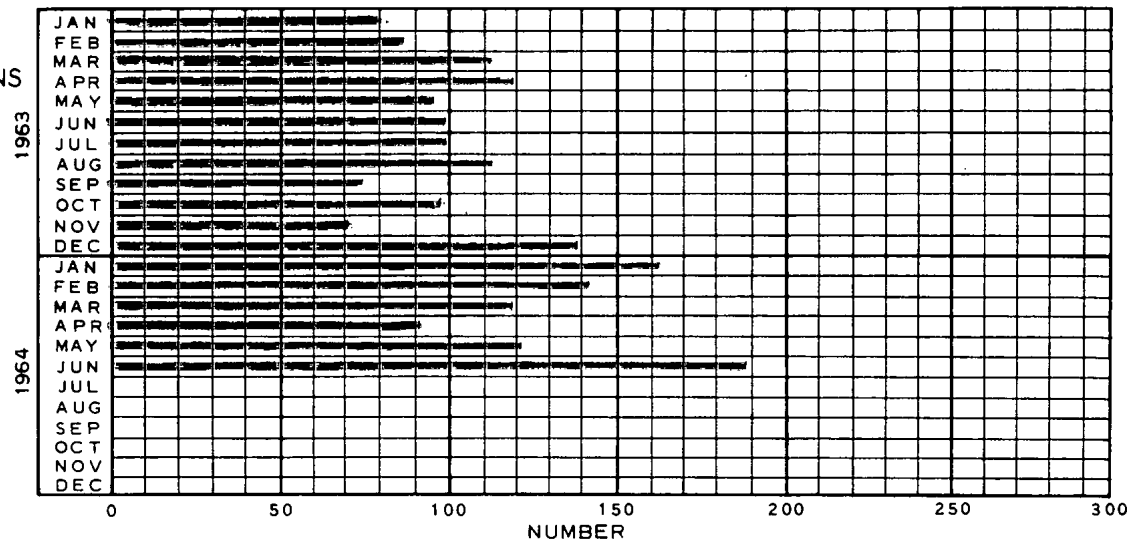
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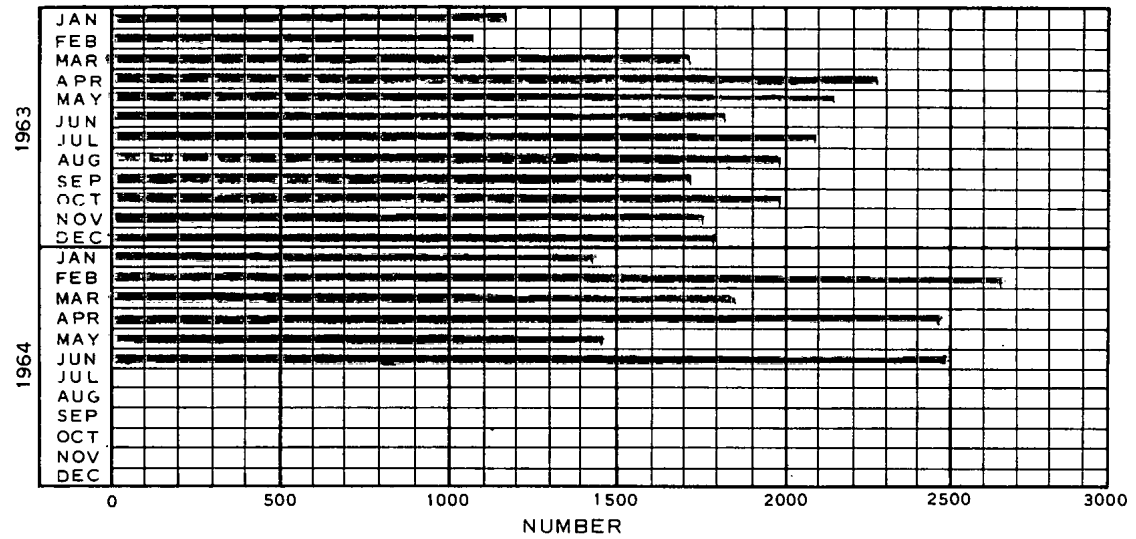
PROJECT WORKFLOW



PUBLICATIONS
PRODUCED



PAGES
PRODUCED



GRAPHICS
PRODUCED

